United Nations ST/IC/2010/7

Secretariat

22 January 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 competitive examination for French-language translators/ précis-writers**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French-language translators/précis-writers in 2010, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examination for French-language translators/précis-writers will tentatively be held on **11 May 2010** in New York, Geneva and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French-language translators/précis-writers will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the unit concerned in terms of expertise and language combination.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations, subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for French-language translator/précis-writer posts as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa and Bangkok. Assignments are subject to rotation, and translators/précis-writers may thereafter be called upon to serve at other United Nations duty stations according to the needs of the Organization. Translators/précis-writers are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations

* Expiration date of the present information circular: 31 December 2010.

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who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree or an equivalent qualification from a university or institution of equivalent status in which French is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have knowledge of word-processing programmes.

5. As an exception, for staff members who hold a university degree in law and do not have a third language, the requirement of an additional language may be waived by the Board of Examiners. In such cases, the candidates will be required to select the legal text as one of the specialized texts to be chosen (see para. 9 (d) below). They will also be required to translate a legal text during the period set aside for the translation of the second paper (see para. 9 (b) below).

6. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who have reached their fifty-sixth birthday by the deadline for the submission of applications (26 March 2010) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. The requirement of a degree or its equivalent from a university or institution of equivalent status, stipulated in paragraph 4 (c) above, may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

8. All applicants should submit with their application a one-page essay in French explaining why they wish to work as a translator/précis-writer in the United Nations. All applications will be reviewed by the Board of Examiners. Should a large number of applications be received, the Board reserves the right to admit to

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

the examination only those candidates determined to be most qualified on the basis of a review of the qualifications that are over and above the minimum criteria set out in paragraph 4 and an assessment of the language skills demonstrated in the application. Examinees will be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

9. The written translation and précis-writing examination, which will tentatively be held on 11 May 2010, will consist of four papers:

(a) A translation into French of a general text in English (two and a half hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) A translation into French of a text chosen by the candidate from a total of four texts, one in each of the following official United Nations languages: Arabic, Chinese, Russian and Spanish. Alternatively, for candidates with a degree in law and no knowledge of a third language, translation into French of a legal text in English. Candidates with a legal degree and knowledge of a third language may opt for either the foreign language text or the legal text (one and a half hours);

(c) A summary in French of a text in French (one hour);

(d) A translation into French of one English text to be chosen by the candidate from a total of four specialized texts (economic, legal, social and political). Candidates with a degree in law and no knowledge of a third language must select the legal text (one and a half hours).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

11. On the basis of the results of the written examination, the Board of Examiners will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether she or he possesses the competencies required for the position. Examinees may also be required to take additional short tests at the time of the interview (including a sight-translation test). The interview is an integral part of the examination. Therefore, examinees who are invited for an interview should not assume that they will be automatically placed on a roster or offered an assignment.

12. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All examinees will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results.

13. Successful candidates who receive an offer of appointment are expected to accept it.

14. Staff members selected to fill vacancies will be assigned as French-language translators/précis-writers for a trial period of two years. Staff members below the P-2 level or in the General Service category will receive a special post allowance to

the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates are expected to be able to use computer workstations.

15. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who successfully complete the trial period and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who successfully complete the trial period will be confirmed in their functions at the P-3 level. **After two years of satisfactory service on a fixed-term appointment, the candidate will be considered for an appropriate, open-ended appointment. This means that the candidate will have to demonstrate within that time that he or she possesses the requisite qualifications to serve as a career staff member of the United Nations in order to receive such an appointment.** Staff members who do not successfully complete the trial period will be reassigned to posts at their previous levels, and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, translators/précis-writers may be called upon to work outside normal working hours, including on weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it, together with a copy of the P.11 or PHP form and the essay referred to in paragraph 8 above, no later than 26 March 2010, to:

2010 Competitive Examination for French-language Translators/Précis-Writers
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2590 C
United Nations Secretariat
New York, NY 10017
Fax No.: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. Applicants are strongly encouraged to submit their applications as early as possible. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure the receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Strategic Planning and Staffing Division of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by 26 March 2010, the deadline for the receipt of applications in the Examinations and Tests Section.

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the area of translation, if any. Applications submitted without a P.11 or PHP form or without the one-page essay in French referred to in paragraph 8 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2010/7, and I understand that if I am successful in the 2010 competitive examination for French-language translators/ précis-writers and am recommended for inclusion in the roster, my assignment as a French-language translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 14 to 17 of that circular.

Date _____ Signature _____